

EEOP Utilization Report



Thu Oct 06 15:15:38 EDT 2016

Step 1: Introductory Information

Grant Title:	COPs	Grant Number:	2009CKWX0539
Grantee Name:	Morgan County Commission	Award Amount:	\$576,000.00
Grantee Type:	Local Government Agency		
Address:	77 Fairfax Street, Room 101 Berkeley Springs, West Virginia 25411		
Contact Person:	Jody McClintock	Telephone #:	304-258-8540
Contact Address:	77 Fairfax Street, Room 101 Berkeley Springs, West Virginia 25411		
DOJ Grant Manager:	Verlena Braxton	DOJ Telephone #:	202-514-7016

Policy Statement:

Morgan County is an Equal Opportunity Employer. It is the express policy of Morgan County to comply with the letter and spirit of the law. Morgan County makes every effort to seek, hire and retain the best qualified applicants for every position of employment, without regard to race, religion, color, national origin, sex, age, disability or any other protected class under Title 7 of the Civil Rights Act. This policy also applies to all other aspects of employment with Morgan County, including training, promotion, compensation, privileges and terms of employment.

Step 4b: Narrative Underutilization Analysis

The Morgan County Commission has reviewed its utilization report and has determined that the following areas are underutilized:

Protective Sworn Service and Administrative Support. Some of the possible factors are believed to be the demographics of the county. Morgan County is a predominantly white community with a 50-50 split of white males and white females. White males were under represented in the Administrative Support category and white females were under represented in the Protective Services areas. The Administrative Support category was predominantly applied for by white females and the white females versus male applicants appeared to be more likely qualified. The same holds true for the white male applicants versus white female applicants applying for Protective Services positions. Morgan County is committed to have a valuable workforce that reflects the community as a whole and the County will begin to take the necessary steps to achieve successful recruitment as outlined below in our objectives.

Step 5 & 6: Objectives and Steps

1. Our organization will review all employment organizational data related to the Protective Services Category and the Administrative Support Category to identify any issues that may pose barriers for all persons of other race and persons of both genders

- a. The County will begin to review job postings and advertising practices and will begin to examine applicant flow data for recent vacancies; it will begin to review records of exit interviews of former employees and will begin to evaluate hiring, retention and attrition rates for particular positions.
- b. The County will hold meetings to begin creating an action plan and begin to generate ideas creating advertising campaigns for hiring; and create a step by step action plan to establish recruitment procedures through enhancing outreach efforts that target White males and white females to fill the vacancies where under utilization was previously noted in this report. The plan shall include recruitment through job fair, educational institution, and employment training institutions.

2. We will work with our county wage and benefits review board to attract more persons of other race and persons of both genders in the Protective Services Sworn and Administrative Support Categories.

- a. Hold meeting to begin creating an action plan
- b. Begin to generate ideas create advertising campaigns for hirings
- c. Create step by step action plan to attract more persons of other genders and races and as a way of outreach to attract the best applicant.

Step 7a: Internal Dissemination

The County will post an electronic copy of the EOP Utilization Report on its website

Posting information on bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report;

Distributing a copy of the EEOP Utilization Report to all of a recipient's supervisors, department heads, or elected officials; and

Sending electronic and hard copy memoranda to every employee stating that a copy of the EEOP Utilization Report is available on request in the recipient's human resources office;

Post to the County's social media pages that Morgan County is an Equal Opportunity Employer and identify where a copy of the EOP Utilization Report can be obtained

Step 7b: External Dissemination

Notifying applicants, vendors, and contractors in writing that the recipient has developed an EEOP Utilization Report and that it is available on request for review;

Posting a copy of the EEOP Utilization Report on the recipient's public website;

Include on all job announcements that applicants may obtain a copy of the County's EEOP Utilization Report by request to

the Human Resources Department or by viewing on the County's website;

Post to the County's social media pages that Morgan County is an Equal Opportunity Employer and identify where a copy of the EEOP Utilization Report can be obtained

Utilization Analysis Chart
Relevant Labor Market: Morgan County, West Virginia

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	220/51%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	210/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	0%	0%	0%	-1%	0%	0%	0%	-11%	0%	0%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	110/23%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	370/76%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	27%	0%	0%	0%	-1%	0%	0%	0%	-26%	0%	0%	0%	0%	0%	0%	0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	20/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	95/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	19/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-14%	0%	0%	0%	0%	0%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Utilization #/%																
Administrative Support																
Workforce #/%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	46/98%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	215/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/2%	745/76%	0/0%	0/0%	0/0%	4/0%	0/0%	4/0%	0/0%
Utilization #/%	-20%	0%	0%	0%	0%	0%	0%	-2%	22%	0%	0%	0%	-0%	0%	-0%	0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	600/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	540/41%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%	725/55%	20/2%	4/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	45%	0%	-2%	0%	0%	0%	0%	0%	-41%	-2%	-0%	0%	-0%	0%	0%	0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Administrative Support	✓															

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Bradley J. Close

President

10-06-2016

[signature]

[title]

[date]